

**TOWN OF ADDISON
VOLUNTEER JOB DESCRIPTION**

JOB TITLE: Financial & Strategic Services Clerk

DEPARTMENT: Financial and Strategic Services

JOB DUTIES: Assist staff with filing and other administrative tasks on a weekly basis. In addition, the individual may be asked to assist the department with other special projects on as needed basis depending upon their interests and capabilities.

MINIMUM QUALIFICATIONS

Education – High school diploma.

Experience – No experience required.

Time Commitment – Prefer commitment of at least 10 to 20 hours a week, but we can be flexible depending upon circumstances.